



Bradford Academy

Health & Safety Policy

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1. INTRODUCTION

Every Bradford Academy employee, student and visitor is entitled to a safe and healthy environment. Bradford Academy will comply with statutory health and safety requirements and have regard to recognised codes of practice. The “References” section at the end of this policy lists some of the main sources. Bradford Academy will be maintained and cleaned to a high standard to assist in meeting health and safety requirements. All employees are responsible for taking reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory obligations are fulfilled.

2. POLICY STATEMENT

Bradford Academy recognises and accepts that all of their employees, students and visitors are entitled to a safe and healthy environment in which to work. With this in mind the Governors, Management and Staff will take appropriate steps to meet statutory requirements, use recognised codes of practice and guidance notes to establish a safe and healthy environment.

Decisions affecting Bradford Academy will be in consideration of all Health and Safety issues and where necessary consult with Health and Safety Officers.

All of the Academies employees have a duty of responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.

With this aim in mind, our intent is to provide a safe and healthy working place by offering where reasonably practicable;

- The provision and maintenance of safe work places and areas.
- The provision of safe systems of work.
- Clear defined roles and responsibilities with regards to health and safety of all employees, at all levels.
- The provision of the appropriate information regarding legislation, best practice and guidance regarding health and safety.
- The provisions of the appropriate training, instructions and guidance regarding health and safety practices.
- The provision of effective systems of communication regarding health and safety matters, with the arrangement for employee’s consultation and discussion on health and safety matters.
- The full cooperation with other external organisations in respect of health and safety matters.

This policy is written within the context of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations, 1999, the D of E Good Practice Guide and the HSE publication HSG65, Managing for Health and Safety.

Signed by:

Tehmina Hashmi,
Executive Principal.

3. RESPONSIBILITIES

Responsibilities of Bradford Academy

3.1 In discharging its responsibilities, Bradford Academy will:

- i ensure that the Bradford Academy health and safety policy is implemented ;
- ii establish clear lines of accountability for health and safety;
- iii periodically assess the effectiveness of the policy and ensure that any necessary changes are made;
and
- iv identifies and evaluate risks relating to possible accidents and incidents connected with Bradford Academy sponsored activities, including work experience.

3.2 Bradford Academy will provide (as far as reasonably practicable):

- i a safe place for all site users to work, including safe entrances and exits;
- ii safe plant, equipment and systems of work;
- iii safe arrangements for the handling, storage and transportation of articles and substances;
- iv safe and healthy working conditions;
- v supervision, training and instruction so that all staff and students can perform their school-related activities safely; and
- vi provide safety and protective equipment and clothing, with associated guidance, instruction and supervision.

Responsibilities of the Principal

3.3 The Principal is responsible for the overall development and operation of the health and safety policy, and will take all reasonably practicable steps to ensure that it is implemented.

Responsibilities of the Health & Safety Manager – (Andrew Blake)

3.4 The Principal will designate a senior employee to be the school's Health and Safety (H&S) Manager. The H&S Manager will be responsible for the day to day implementation of the health and safety policy and will be the designated contact with the Health & Safety Executive.

Health & Safety Managers Responsibilities include;

- Submission of inspection/audit reports to all departments, the principal and the governors.
- Ensure that any issues found will be actioned within a reasonable time frame.
- Ensuring action is taken on health and safety matters.
- Carrying out accident investigations – responsibility will be designated to the trainee health and safety officer/health and safety officer.
- Chairing the Academy health and safety committee.
- Identifying and facilitating staff training needs.
- Communicating with governors on policy issues and any problems in implementing the health and safety policy
- Co-operating with and providing necessary facilities for trade union safety representatives.
- Providing a satisfactory facility for all employees to be consulted on health and safety matters.

- Ensure The Construction (Design and Management) Regulations 2015 are adhered to when dealing with any contracts with contractors – establish that their (the contractors) employers health and safety policy is complied with.

Responsibilities of Management / Supervisory staff

3.5 All Management/ Supervisory staff will make themselves familiar with the health and safety policy of the academy and assure adherence through their normal working practices.

Ensure their understanding to and keep abreast of all new legislation and codes of practice relevant to their responsibilities.

3.6 Management / Supervisory staff are responsible to the H&S Manager for the implementation and operation of the health and safety policy in their areas of responsibility, including;

- Producing and constant reviewing of departmental procedures.
- Carrying out regular audits and inspections of their own areas.
- Ensuring action is taken on health, safety and wellbeing issues.
- Arranging through the correct lines staff training and information regarding health and safety.
- The passing of health and safety information received to the appropriate people.
- Acting on reports and audits from staff the principle and the governors.
- Ensure that all relevant risk assessments have been undertaken along with a structured review timetable.

3.7 Responsibility for aspects of health and safety is included in the job descriptions of senior employees.

Responsibilities of all members of staff/volunteers

3.8 All staff are expected to familiarise themselves with the Health and Safety aspects of their work and to avoid conduct which would put themselves or anyone else at risk.

3.9 In particular, employees should:

- i be familiar with the health and safety policy and all safety rules in force in Bradford Academy;
- ii ensure that staff (including contractors), students and visitors are applying Health and Safety regulations, rules, routines and procedures;
- iii see that all plant, machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment;
- iv use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied;
- v ensures that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- vi report any defects in the premises, plant, equipment and facilities that they observe to the H&S Manager; via e-mail
- vii suggest ways of reducing risks, where appropriate.

3.10 In particular, Volunteers including but not limited to parent helpers, work experience and placement staff, have a full responsibility to adhere to the Academies health and safety policy and its procedures. Full training should be undertaken governed by the departmental manager in charge.

- Volunteers act only under the supervision of the designated member of staff
- Volunteers to report any incident or defective equipment to a member of staff immediately.

3.10 Responsibilities of contractors

When the facility and premises are used for purposes not under the direction of the Principal e.g. sports bookings, training centre, productions etc., and then the person in charge will be designated by the Health and Safety Manager. The designated person should ensure that the activity is correctly risk assessed and the practices and equipment are safe under their management.

- Contractors who work on the premises must identify and control any risks or hazards originating from their working activities. The health and safety manager must be informed of the risks that may affect the academy and the staff, students etc.
- All contractors must be made aware of the Academy health and safety policy before any works commence. The contractors must adhere to the Academies safe systems of work, emergency procedures and health and safety policy at all times.

3.11 Responsibilities of Students

Students in conformity of their age and disposition must adhere to;

- Ensure proper care and responsibility to themselves and other with regards to health and safety
- Observe and adhere to the standards of the Academies safety and hygiene practices.
- Adhere to all the health and safety rules set out by the Academy – undertake any instruction given by the teachers with regards to health, safety and wellbeing.
- Use all equipment properly and safely and report any defects to their teachers.

Health and Safety Committee

3.12 Bradford Academy will have a Health and Safety Committee which will monitor Health and Safety issues within the school. The Committee will report to the Governing Body.

Key responsibilities of the Health and Safety Committee include;

- The examination of any reports and audits carried out including;
 - Review of Academy Policies
 - Risk Assessments
 - Safe Systems of Work
 - Inspection & Maintenance reports
- Keep abreast of all legislation, guidance and ACOPs and role out where necessary.
- Study any accident trends within the Academy.
- Assist in the development of staff training, auditing and safe systems of work.

Safety Education

The D of E has published guidance for Academies on Safety Education. This guidance shows how the curriculum for Personal and Health Education (PSHE) and Citizenship can address the issue of accidental injury and death in children and young people. This D of E guidance also sets out the general teaching requirement for health and safety in relation to Science, Design and Technology, Information and Communication Technology, Art and Design, and Physical Education.

4 HEALTH & SAFETY PROCEDURES & ARRANGEMENTS

Fire Safety

It is the Principles responsibility to ensure that there is a Fire Risk Assessment completed and checked annually.

- 4.1 Appropriate training and procedures for ensuring that safety precautions are properly managed will be drawn up and given to all staff. These procedures will include Fire Drills
- 4.2 The school's evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and students must be familiar with the procedures for evacuation of the premises in case of a fire/bomb threat. Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.
- 4.3 All firefighting equipment will be checked annually by an approved contractor and records maintained. The facilities manager is responsible for the day to day maintenance of the fire equipment including the inspection of fire escape routes and signage. They will also be responsible for the supervision of any contract works taking place on the fire equipment as well as issuing any work permits to the contractors.
The fire alarm will be tested weekly from different points when the site is in use and records maintained. All emergency lighting will be tested six-monthly and records maintained.

Reporting Accidents

- 4.4 All accidents to staff, students and visitors must be reported, in writing, using the school's accident report form. The completed form should be given to the H&S Officer. Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Levels of Accident:

Primary

First aid including; Cuts, bruises (non-hospital injuries)

Qualified first aid employee fills out accident form and reports to the relevant bodies.

Secondary

Less than 3 days (including weekends/days off) Accident report and accident investigation form to be completed by line manager and health and Safety Officer.

Tertiary

RIDDOR form completion, line manager, H&S Officer and Senior Management team Member.

- 4.5 In the event of a major injury, or a death, of a member of staff, visitor or customer due to an accident, or a death under suspicious circumstances, the H.S.E. must be immediately informed by the quickest practical means (0345 300 9923) HSE form F2508 must be completed online (<http://www.hse.gov.uk/riddor/report>), to the H.S.E. within ten days of the incident taking place.
- 4.6 The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):
 - fractures, other than to fingers, thumbs and toes
 - amputations
 - any injury likely to lead to permanent loss of sight or reduction in sight
 - any crush injury to the head or torso causing damage to the brain or internal organs

- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
 - any scalding requiring hospital treatment
 - any loss of consciousness caused by head injury or asphyxia
 - any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non-fatal accidents to non-workers (eg members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- The accidental release of any substance which could cause injury to any person.

All accidents will be seen by the Principal who will decide if an investigation is necessary. Major incidents will be reported to the HSE.

Coping with the sudden death of a student

- 4.7 A copy of the D of E guidance notes on coping with the sudden death of a student is given in Annex 2 to this policy.

First Aid

- 4.7.1 First Aid can save lives and prevent minor injuries becoming major ones. Under H&S legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.
- 4.7.2 The Academy will have in place, as a minimum, first-aid provision which reflects the size and complexity of the Academy site and buildings and its curriculum, including :
- ♦ Sufficient numbers of suitably-stocked first aid containers.
 - ♦ Sufficient numbers of appointed persons to take charge of first-aid arrangements
 - ♦ Information for employees on first-aid arrangements, including (a) guidance as to when someone might need to be sent to hospital (b) procedures for administering medicines (c)

procedures for responding to spillages of chemicals or bodily fluids (d) guidance relating to when parents/carers might need to be contacted

- 4.7.3 Bradford Academy has made insurance arrangements which provide full cover for claims arising from actions of staff acting within the scope of their employment.
- 4.7.4 The Academy has ensured that all first-aid containers, whether to be used on site or off site, will be stocked as per HSE recommendations ('Guidance on First Aid for Schools')
- 4.7.5 The Academy will ensure adequate supplies of extra stock are maintained on site.
- 4.7.6 The Academy has identified Abda Rashid (School Nurse) – as the person who will take responsibility for ensuring that the contents of first-aid containers are frequently checked and re-stocked as soon as possible after use or as items reach expiry date.
- 4.7.7 Information for employees will include :
- ◆ Numbers of first aiders/appointed persons
 - ◆ Numbers of locations of first aid containers
 - ◆ Arrangements for off-site activities/trips
 - ◆ Out of academy hours arrangements
- 4.7.8 Any person designated as a First Aider by the Academy has completed a training course approved by the Health and Safety Executive (HSE).
- 4.7.9 All Appointed Persons at the Academy :
- ◆ are able to take charge when someone is injured or becomes ill
 - ◆ can ensure that ambulance or other professional medical help is summoned when appropriate
- 4.7.10 Appointed persons have attended emergency first aid training/refresher training as appropriate, which cover :
- ◆ What to do in an emergency
 - ◆ Cardiopulmonary resuscitation
 - ◆ First aid for the unconscious casualty
 - ◆ First aid for the wounded or bleeding.
- 4.7.11 The Academy has a room to be used for medical treatment on the Lower Ground Floor for the care of students during school hours and at other times as appropriate. The room contains a wash basin and is located adjacent to a WC. It is used solely for medical purposes.
Escorting Pupils to Hospital –
If and when necessary for a pupil to be taken/attend hospital, they will be accompanied by a member of staff; this is unless the pupil's parent/carer or guardian is in attendance.
The member of staff will stay with the pupil until a parent/carer or guardian arrives and the responsibility is handed over.
- 4.7.12 The Academy will keep records of all injuries, diseases or dangerous occurrences, which must be reported to the HSE, and any other accident which may occur. These records will include :
- ◆ the date and method of reporting
 - ◆ the date, time and place of the event
 - ◆ personal details of those involved and a brief description of the nature of the event or disease.

4.7.13 The following incidents will be reported to HSE:

- ♦ if either an employee is injured during an activity connected with work or a self-employed persons is injured whilst working on the premises
- ♦ any Accidents resulting in death or major injury (including as a result of physical violence)
- ♦ Accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence)

4.7.15 Incidents involving students or visitors will also be reported to HSE if:

- ♦ the person involved is killed or is taken from the site of the accident to hospital and
- ♦ the accident arises out of or in connection with work

4.7.14 Fatal and major injuries and dangerous occurrences will be notified to HSE without delay following the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

4.7.15 Medicines

Bradford Academy follows the DfES guidance on the dispensing of medicines in the Academy. Medication will be dispensed by qualified staff under medication of which has been prescribed by a medical practitioner with written instructions for its use and written authority from the students parent/carer or guardian. All medicines that need to be kept cool must be administered by the parent/carer or guardian and must not be stored/kept on the Academy.

The Academy will dispense non-prescriptive medicines to pupils only if supplied by and consent (written) given by the parent/carer or guardian. We, the Academy reserve the right not to administer/dispense medicines if we feel it inappropriate or unsafe.

Consent forms will be kept in the medical treatment room and stored for the duration of the pupil's attendance at the academy if ever requested. The medical log will also include;

- ♦ Name of the pupil
- ♦ Name, address and contact number of the pupils Doctor/Practitioner
- ♦ Name of the medication
- ♦ The medication used by date
- ♦ The dose amounts
- ♦ The date & times the doses are administered
- ♦ Signature of the dispenser
- ♦ Comments or reactions of the pupil

4.7.15.1 Allergies

All staff and children who suffer from allergies will be recorded and the relevant staff members including school nurse will be made aware.

Emergency actions for severe cases will be posted to staff via the intranet, including the correct relevant training will be undertaken. All parents/carers/guardians new to the school must disclose all relevant information regarding their children's allergies and their needs.

4.7.16 Lettings, use of indoor and outdoor premises (Outside Academy Hours)

The Principal is responsible for ensuring that any use of the premises outside of the Academy normal working hours is managed in accordance with the Health and Safety Policy by a qualified, competent person.

The Health & Safety Manager in conjunction with the Sports Centre Manager is responsible for managing the arrangements of the lettings including first aid resource and security of.

The Sports Centre Manager must ensure all risk assessments for the site are complete along with safe working systems.

4.7.17 Lone Working

Lone workers can be classified as any one of whom works by themselves without close or direct supervision. It is recognised that from time to time it may be necessary for Academy personnel to work in situations or locations which are remote from other members of staff. This will include employees working evenings, weekends and during the holiday periods.

All members of staff working alone must have a walkie talkie on their person at all times.

Staff members working in remote areas of the Academy must let the facility team know during normal operating hours and the security team after 6pm.

Lone workers should not undertake any working activities which present a significant risk of injury to themselves, or damage to property/equipment.

The Academy lone working system of work is in line with the HSE Industry Guideline documentation 75 "Working Alone".

4.7.18 Manual Handling

Utilising the Manual Handling Operations Regulations 1992, the Principal and health and safety manager will ensure that any significant manual handling tasks are risk assessed and where necessary, these tasks will be eliminated.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves, but as a matter of good working practice, they should contact the facilities team to move.

Students have no authority to move or lift any heavy furniture or equipment. Risk assessments should be carried out where the lessons involve students having to lift any equipment – e.g. PE lessons.

Any support staff working with disabled employees/students should be fully trained in correct lifting techniques and use of lifting equipment where necessary.

4.7.19 Personal Protective Equipment (PPE)

The Principle and Academy abide by the Personal Protective Equipment at Work Regulations 1992. The need of PPE will have been identified in the relevant risk assessments. It is the principles responsibility to ensure that the correct PPE is for every task needed is made readily available for the staff. The staff should be fully trained in the workings and dynamics of the PPE provided and where necessary specific individual PPE should be provided i.e. face masks.

Where the need of PPE is required, it is the Management and teachers responsibility to ensure all relevant parties do wear the equipment provided.

With this, any member of staff or student who refuses to wear the supplied PPE will not be permitted to take part in the said task and will be subject to disciplinary proceedings.

It is the department manager's responsibility to ensure that all PPE is inspected before use, kept clean and stored in the correct designated areas in order to prevent cross contamination. Any defects must be reported and new equipment purchased.

4.7.20 Working at Height

The Academy conforms to the Working at height regulations 2005. Academy staff are reminded that "working at height" applies to all activities which cannot be undertaken whilst standing on the floor.

The facilities manager is responsible for undertaking all risk assessments concerned with working at height, including the assessing, inspection, purchasing and teaching of ladder and step ladders. The facilities manager is responsible for ensuring all who need to be are correctly trained and deemed competent in ladder and step ladder usage – as per guidance literature INDG455 “Using Ladders & Step Ladders Safely. All trained employees must be kept by the Facilities manager on a register of which the Facilities Manager should review regularly.

4.7.21 Grounds Maintenance

The Facilities Manager is responsible for all grounds and maintenance across the Academy site.

4.7.22 Risk Assessments

By law the Academy must provide risk assessments as per the Health and Safety Management at Work Regulations 1999 and the Health and Safety at Work act 1974.

It is the Principal’s responsibility to ensure that potential hazards are identified and the correct risk controls and assessments are completed.

The Principal’s designated Health and Safety manager is responsible for the general risk assessment completion and review.

Heads of departments, including the sport centre manager are responsible for completing any specialist risk assessments, including the assessments of any new equipment being used on/at the academy.

The departmental managers must hold a hard copy of all risk assessments relevant to their faculty and electronic copies must be shared via the public drive (computer).

Regular timetabled reviews should be undertaken by all departmental managers and signed off by the Academy Health and Safety manager.

From the risk assessments, the departmental heads will develop the safe working procedures specific to their working areas which must be trained out and followed by the responsible staff members. Copies of these safe working procedures are available in each class room.

5 EQUIPMENT

5.1 Protective clothing/ gloves/ masks/ helmets are provided to be used by technicians and site supervisory staff when required. Staff and students will be provided with and use protective glasses/eye shields in all workshops and laboratories. Visitors will be provided with protective clothing as appropriate.

5.2 The following equipment will be checked annually by approved inspectors or an appropriately trained member of staff:

- i fume cupboards
- ii all electrical appliances
- iii workshop equipment, e.g. lathes, kilns
- iv fixed gymnasium equipment

5.3 When new equipment is purchased by the academy, it is the responsibility of the DoPL, with the assistance of the H&S Manager as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.

5.4 Equipment, materials and chemicals will be stored in the appropriate storage containers and areas. All containers will be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to COSHH and the

Ionising Radiations Regulations; copies of all relevant COSHH and regulations will be kept in the Science Department.

5.5 DSE (Display Screen Equipment)/ Work Equipment

The health and safety Manager and the Director of IT will be responsible for the purchase of all DSE equipment including televisions and audio.

All work equipment must be purchased from a reputable supplier and consideration before purchase must be given to;

- ♦ The installation requirements
- ♦ The suitability for purpose
- ♦ The storage of the equipment
- ♦ The maintenance requirements for the equipment
- ♦ The training for use of the equipment

Staff and students are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

5.6 Electricity

The Academy will undertake to inspect and test all portable electrical appliances of which will be completed by a qualified person at least once every 12 months.

The Facilities Manager is responsible for keeping an up to date record and inventory of all relevant appliances and ensure the equipment's availability for testing.

The Facilities Manager is responsible for ensuring that any hard wiring system is inspected every 5 years by a qualified contractor as undertaken from the Electrical Safety at Work Regulations 1989.

Personal items of electrical equipment should not be brought or used by staff or pupils unless authorised by the Health and Safety Manager.

All staff have a responsibility to visually inspect electrical equipment before use for any obvious defects.

Defective equipment will not be used and will be reported to the Facilities Manager.

5.6 COSHH –Control of Substances Hazardous to Health

All substances which may be considered hazardous to health have been assessed using the Health and Safety Executive COSHH database.

The Health and Safety Manager will designate to all departmental managers the responsibility for ensuring that current and before using new chemical products, they are COSHH assessed.

The departmental Managers must ensure and has full responsibility that the departmental staff have seen and understand the COSHH datasheets if they are/will be exposed to the particular chemical/product.

The departmental manager is also responsible for maintaining and reviewing the COSHH datasheets updating when and where necessary.

COSHH datasheets will also be needed from any contractors using any chemical products on site to determine their potential affects.

In addition, any chemicals being used in science, technology, art/crafts etc. must have the appropriate COSHH datasheet.

ALL STAFF MUST ENSURE THAT THEY DO NOT USE ANY CHEMICAL PRODUCT WITHOUT FIRST FAMILIARISING THEMSELVES WITH THE COSHH DATASHEET AND WHERE NECESSARY, RELEVANT TRAINING MUST BE GIVEN.

5.7 Staff Training & Development

It is the Principals responsibility to ensure that the annual assessment of health and safety training needs of all staff is in date as well as organising for any revalidation of training.

All new staff will receive specific training and information as part of their induction when joining the Academy.

All staff will receive fire awareness training on an annual basis.

6 HOUSEKEEPING

6.1 The Cleaning Managers will monitor the cleaning standards of the cleaners. The standard required is laid down in the cleaning specification. Special consideration will be given to hygiene areas.

6.2 The Facilities Team will monitor the efficiency of the waste collection service. Separate provision will be made for the collection and disposal of laboratory materials (chemicals, broken glass etc.), clinical waste and normal refuse

7 VISITS

7.1 Educational trips and visits must be organised in accordance with the school's "Off Site Procedures".

8 MINIBUSES

8.1 Users of minibuses must be aware of and observe the following requirements:

- i the driver must have a current licence and not have been involved in any accident for the past five years, be aged 21 years or over and hold a full licence in Group 'A' or PSV;**
- ii drivers of the Academy minibus will be required to complete a record form and supply a photocopy of their driving licence;**
- iii where the transport of students is involved, drivers are required to have undertaken a drivers' assessment programme and received the resulting accreditation;**
- iv internal damage to the minibus is not covered by insurance and the responsibility for the repair lies with the member of staff using the minibus**
- v only one person per seat is to be carried;**
- vi seat belts are to be worn by all passengers and the driver at all times;**
- vii the driver at the time when an offence was committed is responsible for the payment of fines incurred; and**
- viii a log sheet will be taken on each journey, completed by recording the starting and closing mileage readings, detailing any defects and signing before returning, along with the vehicle keys and permit, to the Academy reception.**

9 VISITORS TO THE SCHOOL SITE

9.1 All visitors to the Academy will sign in at reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the school.

9.2 No contractor may undertake work on the Academy site without permission from the Facilities department except in an emergency, e.g. fire, flooding or to make safe following theft/vandalism.

9.3 Contractors are responsible for the health and safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students and visitors to the Academy.

- 9.4 Hirers of the school premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to health and safety when making the booking.
- 9.5 Whilst on site, all visitors and contractors will be required to wear a visitor's badge. Cleaning contractors' employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence in the Academy by reporting to reception.
- 9.6 If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the school reception or off the site, as appropriate.
- 9.7 If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the police should be sought by telephone.

10 SECURITY

- 10.1 All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in emergencies and kept secure at all other times.
- 10.2 Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.

The Facilities Manager is responsible for the security of the Academy site and will undertake regular checks of the boundary fences, entrance points, outbuildings, external lighting and CCTV cameras.

The Facilities Manager will ensure a full hand over and debrief of findings with the contracted security firm (daily).

Staff must query any visitor on the Academy premises without correct identification card/visitor badge.

If an unknown person becomes aggressive, staff should not attempt to man handle them, but should seek immediate assistance and where necessary contact the police.

11 CRITICAL INCIDENTS

- 11.1 The Academy has a critical incident procedure to be followed.

11.2 Stress

The Principal is responsible for taking steps to reduce the risk of stress within the Academy by taking measures to ensure all personnel are supported through;

- Good communication, support, trust and mutual respect.
- Training, enabling the staff members to carry out their jobs to the best of their ability.
- A control plan and open door policy for the staff members to seek advice

- The staff involvement of any major changes
- Clearly defined roles and responsibilities
- Consideration of domestic and personal difficulties
- Individual support, mentoring and where appropriate referral to outside agencies.

12 ALCOHOL, DRUGS AND SOLVENTS

- 12.1** It is a responsibility of all employees, to ensure that whilst on duty they are fit for work, and not under the influence of alcohol, drugs or solvents.
It is the joint responsibility of all employees to ensure that their colleagues are fit and safe to work. Should an employee notice any other member of staff under the influence of such substances, for their safety and those who may be affected by their acts, it must be brought to the attention of the supervisor.
- 12.2** Anyone considered to be under the influence of the above, will be suspended immediately from work, pending an inquiry and possible disciplinary action.
- 12.3** The consumption of alcohol and / or non-medically prescribed drugs or use of non-medical inhalants on company or client premises is not permitted, and subject to disciplinary action.
- 12.4** Where an employee has been prescribed medication which could in any way affect their safety, or the safety of others, i.e. effects of drowsiness, co-ordination etc. then this fact must be brought to the attention of their supervisor prior to commencing their duties.
The company may at its discretion, and where practical to do so, put the person on other safer duties. Where it is not possible to provide safer duties the employee will be required to go home until the course of medication is completed.
- 12.5** Smoking
It is illegal to smoke anywhere including vapour cigarettes on the Academy premises.
This includes the full grounds.

13 COVID 19 ADDENDUM

As we move into a new phase of supporting a safe return to work, Bradford Academy in line with social distancing regulations and guidelines, look at how our activities will continue to be-guided by the specific requirements, legislation and guidance given by the government and DFE. Academy duty holders and key staff continue to have responsibilities in complying with health and safety at work legislation and requirements to manage and control workplace risks, including protecting workers and others from the risk of COVID-19 infection.

Bradford Academy will maintain constant reviews of how duty holders are meeting their responsibilities onsite in the context of the current public health risk. Our regulatory approach, reviews and diligence will continue to take account of the risks and challenges arising from the pandemic. Advice on COVID-19 will continue to be-provided and guidance and information will be regularly updated and available on our Academy website.

Bradford Academy,

will continue to put practical measures in place to help people get back to work safely, while remaining compliant with public health and health and safety at work requirements

will carry out work to check that appropriate measures are in place to protect workers from COVID-19

will continue with, a prioritised regulatory approach to key areas and activities in respect of site visits, school trips etc keeping practical measures as a priority.

will continue to undertake regulatory activities which are required for example Approvals and Authorisation to work, Statutory Reports and Assessments,

Bradford Academy Have also reviewed their arrangements for all building-related systems to help with not only the spread of Covid 19 but to keep the building in a safe condition through this pandemic stage. These include in particular:

- **hot and cold water systems**
- **gas safety**
- **fire safety**
- **kitchen equipment**
- **security including access control and intruder alarm systems**
- **ventilation**

All further updates, changes and information will be communicated to all key staff members and parents as and when any changes or government guidelines dictate.

REFERENCES:

HSE Website www.hse.gov.uk

HSE Five Steps to Risk Assessment - <http://www.hse.gov.uk/pubns/indg163.pdf>

HSE A Guide to Risk Assessment Requirements - <http://www.hse.gov.uk/pubns/indg218.pdf>

HSE Reporting school accidents <http://www.hse.gov.uk/pubns/edis1.htm>

Health and Safety Commission (HSC) Managing health and safety in Schools

HSC Health and safety guidance for school governors and members of school boards

A Guide to the Law for School Governors (DCFS 2001)- Community Version - Voluntary Aided Version - Voluntary Controlled Version- Foundation Version. website <http://www.dfes.gov.uk/governor/info.cfm>

D of E School Security website www.dfes.gov.uk/Academiesecurity

D of E Health and Safety of Pupils on Educational Visits: A Good Practice Guide
http://www.dfes.gov.uk/h_s_ev/index.shtml

D of E Supporting Pupils with Medical Needs: A Good Practice Guide -<http://www.dfes.gov.uk/medical>

D of E Guidance on First Aid for Schools <http://www.dfes.gov.uk/firstaid>

D of E/Home Office School Security: Dealing with Troublemakers -
<http://www.dfes.gov.uk/Academiesecurity/dwthome.shtml>

D of E Safety Education: Guidance for Academies

D of E Code of Practice on LEA-School Relations - <http://www.dfes.gov.uk/lea/>

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>

D of E/CEDC Safe Keeping: A good practice guide for health and safety in study support (Ref D of E 0197/2000)

HSE's info line is 08701 545500

Health and Safety legislation:

The Health and Safety at Work etc. Act 1974.

The Management of Health and Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Education legislation:

Education (School Premises) Regulations 1999 (SI 1999 No.2)

School Standards and Framework Act 1998

School Inspections Act 1996.

Education Act 1996

Annex 1 D of E Guidance

Responsibility for Health and Safety in Academies

Health and Safety at Work Law

Health and safety responsibilities derive from the Health and Safety at Work etc. Act 1974 and associated regulations. Health and safety legislation is enforced by the Health and Safety Executive (HSE).

Employer

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. For independent schools, the employer is usually the proprietor, in this case Bradford Academy has a duty to ensure, so far as is reasonably practicable:

- the health, safety and welfare of teachers and other education staff
- the health and safety of pupils in school and on off-site visits
- the health and safety of visitors to Academies, and volunteers involved in any academy activity.

Employees

Employees have responsibilities too. The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to them as well.

Employees must:

- take reasonable care of their own and others health and safety.
- co-operate with their employers.
- carry out activities in accordance with training and instructions.
- inform the employer of any serious risks.

Enforcement

The HSE enforces health and safety law relating to the activities of LEAs and Academies.

Because the employer is responsible for health and safety in the workplace and on work activities the HSE will normally take action against the employer. However, in some circumstances, for example where an employee failed to take notice of the employers policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

Responsibility of All Academies

The employer must have a health and safety policy and arrangements to implement it. The Health and Safety at Work etc. Act 1974 applies. Key elements of a health and safety policy are listed below; this is not a comprehensive list.

Employers must assess the risks of all activities, introduce measures to manage those risks, and tell their employees about the measures. The Management of Health and Safety at Work Regulations 1999 apply.

In practice, employers may delegate specific health and safety tasks to individuals. But the employer retains the ultimate responsibility no matter who carries out the tasks. The employer should therefore maintain an audit track, making clear who is doing what and confirming that these tasks are being carried out.

Key Elements of a Health and Safety Policy

- A general statement of policy
- Delegation of duties as allocated tasks
- Arrangements made to put in place, monitor and review measures necessary to reach satisfactory health and safety standards
- Training of staff in health and safety including competence in risk assessment
- Off-site visits including school-led adventure activities
- Selecting and controlling contractors
- First Aid and supporting pupils' medical needs
- School security
- Occupational health services and work-related stress
- Consultation arrangements with employees
- Workplace safety for teachers, pupils and visitors
- Violence to staff
- Manual handling
- Slips and trips
- On site vehicle movements
- Management of asbestos
- Control of hazardous substances
- Maintenance and when necessary examination and test of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety.
- Recording and reporting accidents to staff, pupils and visitors - including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Fire safety, including testing of alarms and evacuation procedures
- Dealing with health and safety emergencies - procedures and contacts

Annex 2 D of E Guidance

Coping with the sudden death of a pupil

Some head teachers will be faced, in the course of their professional lives, with the death of a pupil at school or elsewhere.

When this happens, head teachers may need immediate advice.

Accordingly, the Department has been asked to make advice available to help head teachers cope with the immediacy of a pupil's sudden death at school.

Working with the police

Very soon after the death is reported the police should visit to investigate the circumstances of the death.

You will need to clear rooms or spaces for them to work in.

They may want to collect evidence.

The police will normally tell the child's next of kin and will want to speak at once to the teacher who may need someone with them and will probably need to stay at the school.

The police will almost certainly tell you that you must not speculate on the cause of death. But remember that the media are under no such restriction.

Telling pupils

If a pupil collapses during the school day, is taken to hospital and subsequently dies, those pupils should be told what has happened before they leave at the end of the school day.

It is important to agree with the police the timing and content of the information that you give to pupils without impeding any police investigation.

If there any siblings, close relatives, or a boy/girl friend in the school tell them first, but only when parents are ready to collect them.

Gather the whole year group together 20 minutes before the final bell. Timing is everything. The pupils will listen intently until you tell them that the pupil has died. Then they stop listening. If the pupil has died as the result of an accident you may want to ask them not to speculate about the causes of the accident and not to spread rumours. Getting them to hear this is very difficult. Allow them ten minutes just to be together as a year group. They will need to cry. Expect that some pupils will contact the local press.

If you want teachers to tell other pupils, you should have a statement ready for them to read out before you tell them.

Telling Teachers

This may have to be after you have told pupils in the year group. You will need to tell the teachers who were nearest to what happened first. Depending on who that teacher is, they will probably need someone with them.

If you want teachers to tell other pupils for you, have a statement ready for them to read out before you advise them.

Telling Parents

The police will tell the parents of the child.

Getting a letter to other parents, which expresses sympathy and gives factual information about the death, is very important. It saves the rumours, which can be intensely hurtful to other pupils, parents and teachers.

Dealing with the Media

It is recommended that the school have an Emergency (or Critical Incident Recovery) Plan, which sets out procedures. If your school does not already have a member of staff nominated as press officer, you may need to assign a colleague as press officer at once, even for fielding enquiries. You may well need extra help. A press officer may be required for the whole day.

The press and local TV channels may contact the parents and they together with the press may speculate about the cause of death. This is a very hard thing to deal with, especially if a TV crew has filmed this speculation by distraught parents.

You may find you have no time to prepare interviews.

Keep expressing your sympathy for the parents so that editors will find it hard to cut this part of your statement.

If there is a post mortem, this may happen very quickly, possibly within 24 hours of the death.

Ensure you are informed of the results of any post mortem as soon as possible.

Helping the school recover

This is a long-term issue. You can help a school recover through a memorial service or assembly and through the use of counsellors.

Recognise that those who go to counsellors may well not be those whose need is greatest.

A brother or sister may well have intense needs that appear later. It is very difficult for the school to know when to stop making allowances.

Educational visits

The Department has already issued guidance on coping with emergencies off-site in its 1998 good practice guide Health & Safety of Pupils on Educational Visits and three-part supplement published in July 2002. See <http://www.teachernet.gov.uk/visits>.

Emergency Planning

The Department is also preparing work on emergency planning for Academies that will become available at a later date.

Assistance from the D of E

The Department will help in any way it can. Please telephone the Pupil Health and Safety Team on 020 7925 5886.